



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

July 15, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **PROPOSITION 218 BALLOT – BURBANK PROPERTY AND BUSINESS IMPROVEMENT DISTRICT (FIFTH DISTRICT) (3 VOTES)**

#### **SUBJECT**

This recommendation supports the renewal of the Downtown Burbank Property and Business Improvement District (District) in the City of Burbank (City) for an extended five-year period at an estimated initial annual cost to the County of \$6,201.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Support the community-based effort to renew the District to continue to provide enhanced maintenance, landscaping, security, beautification, and promotional services within the District at an annual cost to the County of approximately \$6,201, and direct the Chief Executive Officer to cast the ballot in support of the property assessments.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Support for the proposed renewal will allow the District to continue to provide an expanded ambassador and security program; promotions, events and banners; an improvement program including new landscaping to upgrade streets and paseos and new holiday décor; sidewalk cleaning and debris removal; and advocacy to promote business interests that will contribute to the continued revitalization of the downtown Burbank area. The renewed District will contain the County-owned Burbank Courthouse and appurtenances located at 300 East Olive Avenue, Burbank.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

*"To Enrich Lives Through Effective And Caring Service"*

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### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we ensure the quality of life through community services that meet the needs of the specific community (Goal 6) and enhance community beautification and the well-being of all residents. Support for the benefit assessments against these County properties to increase servicing and maintenance of public common areas and street frontage fills an identified need and supports these strategies.

### **FISCAL IMPACT/FINANCING**

Should the proposed renewal of the District be successful, the first year total assessment beginning in 2008-09 is estimated to be \$720,000 (unchanged from the District's original five-year term). Funds can be reallocated between services up to 15 percent each year. The total first-year annual assessments on the County property will be approximately \$6,201, or 0.86 percent of the District's total annual assessment. Thereafter, the annual assessments may be increased by a maximum of 3 percent per year or by a re-balloting of property owners. This cost will be paid by the Rent Expense budget and charged to the occupying departments with the exception of the assessment on the Superior Court's space, which will be absorbed by the Rent Budget. Sufficient funding is included in the 2008-09 budget to service the required appropriations. Upon transfer of responsibility for the Burbank Court Facility to the State Judicial Council, the Superior Court's share of payments will become the responsibility of the State.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

With the passage of Proposition 218, property owned by government agencies became subject to assessment by various County and non-County assessment districts on July 1, 1997. The County, like other property owners, is able to cast ballots supporting or opposing the assessments and its ballots will be weighted to reflect its proportionate share of the total assessment. Publicly owned properties are not exempt from the assessment unless the parcels receive no special benefit. The assessing agency cannot increase an assessment or impose a new assessment if a majority of the ballots returned oppose the proposed assessment.

The Burbank City Council has commenced proceedings to secure property owner approval to renew the District. If renewed, the District will have a five-year term commencing in 2008-09. The City Council has scheduled a public hearing on this matter for July 29, 2008.

The method of assessment is determined by street frontage linear foot, plus gross square footage of lot size. The CEO has determined that the services to be financed by the District will be of sufficient benefit to warrant your Board's support, and therefore, recommends that you direct the CEO to cast the ballot as supporting the renewal of the District.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Support for renewing this benefit assessment will enable the District to continue to provide enhanced maintenance, sanitation, landscaping, beautification services, marketing and promotions, business interest advocacy, and security services.

**CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors, return the adopted stamped Board letter to the CEO, Real Estate Division, 222 South Hill Street, 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WFT:DL:JSE  
WLD:RC:ns

Attachment

c: County Counsel  
Auditor-Controller  
Alternate Public Defender  
District Attorney  
Probation  
Public Defender  
Sheriff  
Superior Court-North Central District

BurbankPBIDBALLOTBd

**ATTACHMENT A**  
**CITY OF BURBANK**  
**PROPERTY AND BUSINESS IMPROVEMENT DISTRICT (P-BID)**  
**(CALENDAR YEAR 2009)**

<b><u>TENANT DEPARTMENT</u></b>	<b><u>ASSESSMENT FEE</u></b>
Alternate Public Defender	\$ 19.22 ( 0.31)
DA-Administration	71.93 ( 1.16)
Probation-Administration	16.12 ( 0.26)
Public Defender	210.83 ( 3.40)
Sheriff-Court Services	841.48 ( 13.57)
Superior Court-North Central District	5,009.79 ( 80.79)
Non County Agencies	<u>31.63 ( 0.51)</u>
<b>TOTAL</b>	<b>\$6,201.00 100%</b>

RECEIVED

2008 JUN 17 AM 10:36

CITY OF BURBANK  
DOWNTOWN BURBANK PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

CHIEF EXECUTIVE OFFICE

## ASSESSMENT BALLOT

This ballot is for the use of the property owner of the parcel or parcels identified below by Assessor Parcel Number (APN). The parcel or parcels are located within the Downtown Burbank Property and Business Improvement District (PBID) in the City of Burbank. Please advise the City Clerk as soon as possible at (818) 238-5851 if the information set forth below is incorrect.

This ballot may be used to express either support for, or opposition to the proposed assessment in the proposed PBID. The assessment is described in the Engineer's Report found on page 10 of the Management District Plan dated May 23, 2008 which is on file with the City Clerk and available for inspection at her office. To be counted, this ballot must be completed and signed below by an owner of the identified parcel or, if the owner is not an individual, by an authorized representative of the owner. The ballot must then be returned by mail or in person to the City Clerk at 275 E. Olive Avenue, Burbank, California 91502.

**Delivery by Mail:** Seal the ballot in the envelope provided, affix first-class postage, and place in the mail so that it is received no later than the close of the public hearing on July 29, 2008, scheduled to begin at 6:00 p.m.

**Personal Delivery:** Seal the ballot in the envelope provided. Then deliver the sealed envelope to the City Clerk by the close of the public hearing to be held at 6:00 p.m. on July 29, 2008, in the City Council Chambers, Burbank City Hall, 275 E. Olive Avenue, Burbank, California.

The City Council will not impose the assessment if the ballots submitted in opposition to the assessment exceed those submitted in favor of it, each ballot being weighted according to the proportional financial obligation of the affected property.

**THIS BALLOT MUST BE RECEIVED BY THE CITY CLERK BEFORE THE CLOSE OF THE PUBLIC HEARING ON JULY 29, 2008 TO BE COUNTED.**

*To cast this ballot, return either this entire page or the portion below this line*

## DOWNTOWN BURBANK PBID ASSESSMENT BALLOT

*Please mark in the box below to cast your vote. Don't forget to sign and date your ballot!*

☐

YES, I approve of the proposed assessment on the parcel(s) identified in this ballot

☐

NO, I do not approve of the proposed assessment on the parcel(s) identified in this ballot.

**Total PBID Assessment Amount (Votes Cast):**

**\$6,200.85**

Assessor Parcel Number(s)	Owner of Record	Assessment Per Parcel
2453-014-900	L A COUNTY	\$4,960.26
2453-014-902	L A COUNTY	\$1,240.59

OWNER NAME (PRINTED)

OWNER SIGNATURE

/ /08  
DATE

*Note: Property owners with multiple parcels may have additional pages attached - please leave attached and sign all appropriate pages*



## NOTICE OF CREATION AND PROPOSED ASSESSMENT FOR THE DOWNTOWN BURBANK PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

NOTICE IS HEREBY GIVEN that on June 10, 2008, the City Council (the "Council") of the City of Burbank (the "City") adopted a Resolution of Intention to create the Downtown Burbank Property and Business Improvement District (the "District") to provide certain improvements and activities for land within the District as set forth in said Resolution of Intention.

NOTICE IS HEREBY FURTHER GIVEN that at 6:00 P.M. on Tuesday, July 29, 2008, at the City of Burbank Council Chambers, 275 E. Olive Avenue, Burbank, California, has been set as the time and place for a public hearing on the creation of the District and the levy of assessments on parcels within said District as set forth in the Resolution of Intention. At the public hearing the Council shall hear and consider all objections or protests, if any, to the proposed creation and assessment. At the public hearing, any interested person shall be permitted to present written or oral testimony, in support or opposition.

NOTICE IS HEREBY FURTHER GIVEN that the attached ballot may be mailed or hand delivered to the address shown thereon after its execution by the owner receiving notice and his or her indication of support or opposition to the proposed annexation and assessment. At the public hearing the Council shall tabulate the ballots returned by the record owner of each parcel of land within the District and if, upon conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment, the Council shall not impose the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property.

NOTICE IS HEREBY FURTHER GIVEN that the legal records of the County indicate that you own a parcel of real property within the District. The Los Angeles County Assessor's parcel number and the proposed assessment to be assessed against said parcel for the District is indicated on your ballot.

Developed by a coalition of property and business owners, the District is a property and business improvement district poised for renewal to continue to improve and convey special benefits to properties located along Downtown Burbank within the City of Burbank. The District would provide new improvements and activities, summarized below, and above and beyond those currently provided by the City.

**Location:** The District runs on the north side along Glenoaks Boulevard to Verdugo Avenue on the east border, to Golden State Freeway in the south, and Burbank Boulevard on the west side. A description and maps begin on Page 6 for specific boundaries of the District.

**Improvement and Activities:** An expanded ambassador and security program; promotions, events and banners; an improvement program to upgrade streets, paseos and new holiday decor; maintenance services for sidewalk cleaning and debris removal; and advocacy to promote business interests and allow the business community to speak with one voice.

## PROPERTY OWNER BALLOT PROCEDURE

**Q. *What is the Property Owner Ballot Procedure?***

**A.** Property Owners must receive their assessment ballots by mail. An assessment ballot is enclosed in this package. Ballots may be returned by mail or otherwise delivered to the City of Burbank in the enclosed official ballot envelope.

**Q. *How will the Ballots be Tabulated?***

**A.** Ballots will be weighted to reflect the proportional financial obligation to the affected property. For example, a property owner with a proposed assessment of \$40 may cast a ballot worth the equivalent of 40 "votes" while a property owner with a proposed assessment of \$20 may cast a ballot worth 20 "votes." If votes in opposition to the assessment exceed the votes submitted in favor of the assessment, the assessment will not be imposed.

**Q. *What is a Property is under Joint Ownership?***

**A.** If joint owners, such as husband and wife, agree on the assessment, only one need sign the ballot. If the property is owned by a corporation, an officer or an officer's representative may sign. If the property is owned by a partnership, any general partner may sign. If joint owners disagree on the assessment, they may cast their ballots in proportion to their ownership based on the total weighted vote for the property. In the event of a split ballot, property owners should be prepared to provide the City of Burbank with evidence of the ownership share of each voter.

**Q. *What Happens if the Assessment District is Approved?***

**A.** With property owner approval, assessments would be placed on property tax bills mailed in October, 2008 and work on the renewed Property-based Business Improvement District (PBID) projects would begin as soon as 2009.

## IMPORTANT ASSESSMENT BALLOT REMINDERS

- ✓ Assessment ballots will be tabulated and the results announced at a public hearing on the assessment district scheduled for July 29, 2008.
- ✓ **Please be sure to mark and sign your ballot carefully.** Ballots that are incomplete, damaged or contain scratched out or contradictory information may be disqualified.
- ✓ To be counted, ballots must be received by the City of Burbank City Clerk's Office no later than 6:00 p.m. on July 29, 2008, or delivered at the public hearing.
- ✓ If you have any questions, please call Gail Stewart, Downtown Manager at (818) 238-5209



**DOWNTOWN BURBANK  
PROPERTY AND BUSINESS IMPROVEMENT DISTRICT**

**MANAGEMENT DISTRICT PLAN**

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*Submitted to the*

*City of Burbank*

**May 23, 2008**

**By**



**Downtown Resources**



# **DOWNTOWN BURBANK MANAGEMENT DISTRICT PLAN**

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## I. INTRODUCTION AND OVERVIEW

Developed by a growing coalition of property and business owners, the Downtown Burbank Property and Business Improvement District (PBID) is a benefit assessment district whose main goal is to improve Downtown Burbank. The Property and Business Improvement District has established various programs to increase the commercial activity in Downtown Burbank. This approach has been used successfully in other downtowns throughout the country to increase sales, attract new tenants, increase occupancies, and increase property values. Property owners and stakeholders within the Downtown Burbank PBID have been pleased with the services provided by the current PBID and created this Management District Plan to renew the district. The renewed district will continue to provide services and programs which serve to improve Downtown Burbank.

**Location:** The District runs on the north side along Glenoaks Boulevard to Verdugo Avenue on the east border, to Golden State Freeway in the south, and Burbank Boulevard on the west side. A description and maps begin on page 8 for specific boundaries of the District.

**Services:** An expanded ambassador and security program, promotions events and banners, and improvement program to upgrade streets, paseos and new holiday decor; maintenance services for sidewalk cleaning and debris removal; advocacy to promote business interests and allow the business community to speak with one voice.

**Budget:** Total maximum District budget for each year of its five (5) year operation is a base of approximately \$720,000 per year (unchanged from prior P-BID five year term) with a maximum 3% increase per year. (Note: The previous P-BID Board elected not to exercise any increases during the five year term.)

**Cost:** The cost to the property owner is \$0.16 per lot square foot per year, and \$2.00 per linear frontage foot along San Fernando Boulevard, between Magnolia and Verdugo. Because of the commercial nature of the improvement programs, residential and tax-exempt properties are not assessed. Industrial properties will benefit from approximately half of the services offered, and therefore will be assessed at 50% of the assessment rate.

**Formation:** District formation requires submittal of petitions from property owners representing at least 50% of the total assessment. The "Right to Vote on Taxes Act" (also known as Proposition 218) requires a ballot vote in which more than 50% of the ballots received, weighted by assessment, be in support of the District.

**Duration:** The proposed District will have a five-year life. After five (5) years, the petition process, ballot process, and City Council hearing process must be repeated for the District to be reestablished.

## **II. WHY A PROPERTY AND BUSINESS IMPROVEMENT DISTRICT FOR DOWNTOWN BURBANK?**

There are several reasons why the Property and Business Improvement District should continue in Downtown Burbank:

### **1. *The Need to be Proactive in Determining the Future of Downtown Burbank.***

In order to protect their investment, property owners must be partners in the process that determines how new development projects are implemented. Property owners have been successful at leading and shaping future downtown developments through the business improvement District. Renewal of the PBID is crucial to the continued success in Downtown Burbank.

The District in Downtown Burbank assures a professional administrator will have the financial resources to ensure the challenges faced by Downtown Burbank businesses and property owners will continue to be proactively addressed.

### **2. *The Need to Attract New Business and Investment Throughout Downtown Burbank.***

If Downtown Burbank is to continue compete as a successful commercial District it must develop its own well financed, proactive strategy to retain business and tenants as well as attract new business and investment. The District provides the financial resources to develop and implement a focused strategy that will work to fill vacancies and attract new businesses to all areas of Downtown Burbank.

### **3. *An Opportunity to Create a Private/Public Partnership with a Unified Voice for Downtown Burbank.***

Because property owners would be investing new private money through the Property and Business Improvement District, they will be looked upon as a strong partner in negotiations with the City. This partnership will have the ability to leverage the property owner's investment with additional public investment in Downtown Burbank. Both property and business owners could be united under the Property and Business Improvement District umbrella, which would then be able to approach the public sector with a viable and unified private sector voice.

### **4. *An Opportunity to Establish Private Sector Management and Accountability.***

A non-profit private sector business organization formed for the sole purpose of improving Downtown Burbank has successfully managed the new services and the District. Annual Property and Business Improvement District work plans and budgets are developed by a board composed of stakeholders that own businesses and property in the Downtown Burbank area. New marketing and promotion services are subject to private sector performance standards, controls, and accountability.

### III. WHAT IS A PROPERTY AND BUSINESS IMPROVEMENT DISTRICT?

The International Downtown Association estimates that more than 1,200 downtown Property and Business Improvement Districts currently operate throughout the United States and Canada.

A Property and Business Improvement District may provide services, identity formulation, market research, and economic development in addition to those provided by local government. Property and Business Improvement Districts may also provide physical improvements such as entry features, benches, or lighting. These services are concentrated within a distinct geographic area and are paid for by means of a special property owner assessment. A Board of Directors representing those who pay would govern the organization responsible for providing these services.

Property and Business Improvement Districts are proven to work by providing services that improve the overall viability of commercial Districts, resulting in higher property values and sales volumes.

The Downtown Burbank Property and Business Improvement District was formed pursuant to a State Law that took effect in January of 1995. The "Property and Business Improvement District Law of 1994," which was signed into law by Governor Pete Wilson, ushered in a new generation of Property and Business Improvement Districts in California by allowing a greater range of services and independence from government. Key provisions of the law include:

- Allows Property and Business Improvement Districts to undertake services ranging from security to maintenance, and from business advocacy to economic development.
- A Property and Business Improvement District ***designed and governed by those who will pay*** the assessment.
- Requires petition support from private property owners paying at least 50% of proposed private property assessments to form a Property and Business Improvement District.
- Allows for the formation of a property owner advisory board to provide oversight of District operations and submit a yearly service plan.
- Requires limits for assessments to ensure that they do not exceed pre-established levels.
- Provides a multi-year life for Property and Business Improvement Districts and requires a new petition process to renew a District. The Downtown Burbank Property and Business Improvement District will have a five (5) year term.

The "Property and Business Improvement Business District Law of 1994" is provided in Appendix 1 of this document.

## **IV. HISTORY OF DOWNTOWN BURBANK AND THE PBID**

### **A. Area History Overview**

There have been positive changes in the Downtown over the last several years. Approval of the AMC Downtown Burbank Entertainment Village in 2000 was a catalyst in the renewed effort by the Burbank Redevelopment Agency to revitalize the Downtown core. Simultaneously, developers took active notice of mixed-use opportunities including the Old Police Block on 3.2 acres, the 141-unit Senior Artists' Colony at 400-422 South San Fernando, as well as several of the major vacancies in the District. The City implemented a series of focus groups with businesses and residents in spring 2002 to determine Downtown's needs and priorities. This led to the shaping of key directives, as well as research into effective management structures and marketing campaigns. There was a renewed focus on making Downtown cleaner, more attractive and more fun. In addition, there was an increased interest in attracting more customers to the Downtown area. This interest by the business and property owners led to the initiation and renewal of a Property and Business Improvement District (PBID). Because of the success of the district, the owners are proposing to renew it.

### **B. Initial Stakeholder Meetings and Formation of the Steering Committee**

In 2007, the City of Burbank and downtown owners determined that the renewal of a PBID would enhance the economic development of Downtown Burbank. To this end, the City contracted with Mr. John Lambeth, President of Downtown Resources, to hold property owner meetings to determine the property owners' concerns and interests. The meetings in 2007 explained a PBID to local businesses and landowners in Downtown Burbank. A Steering Committee was formed from property owners in the district, and these owners identified several needs for Downtown Burbank. The Property and Business Improvement District Plan was a result of those Steering Committee meetings. This Property and Business Improvement District Plan has been updated to include a expanded services for the downtown.

### **C. Meetings with Property Owners, Business Owners & Other Stakeholders**

Just as in 2002, the City of Burbank hosted workshops with property owners, business owners, and other stakeholders. The attendees represented both large and small properties and businesses in Downtown Burbank. The purpose of these meetings was to elicit property and business owners' interests in and/or concerns that still exist in Downtown Burbank. The collection of information included surveys and discussions of business issues. The participants have discussed service plan options, and new and continued services to provide.

Capital improvement such as upgrades to streets and paseos were identified as high priorities among owners. Respondents also suggested that security, debris removal and sidewalk washing, maintenance, and landscaping were also still very important service considerations. Events were recommended to continue as well as new entertainment options.

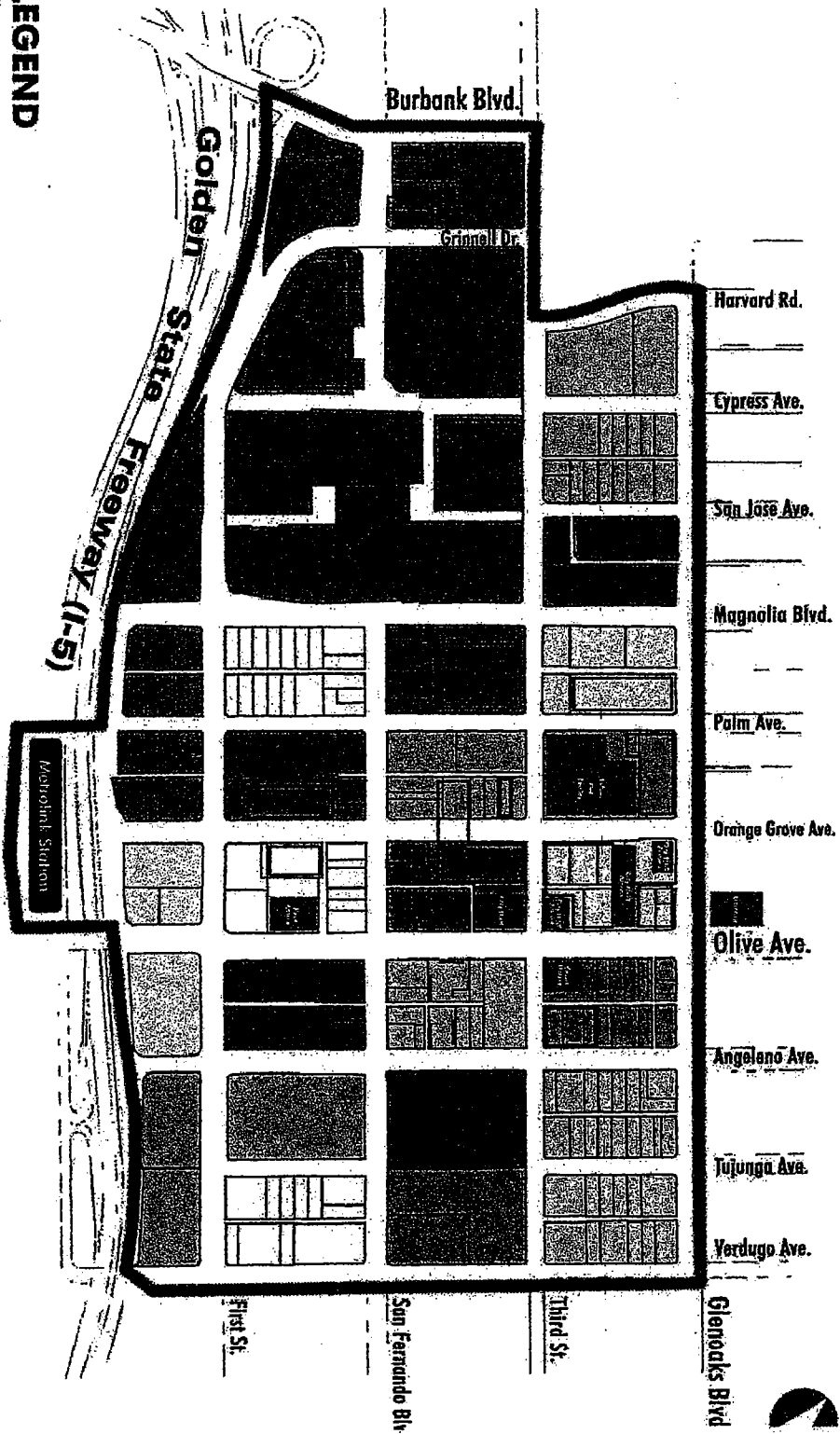
Representatives from Downtown Resources have continued discussions with property owners culminating in the development of this plan. A number of individual meetings were held to further refine the needs and desires of property owners and business owners in the area. This Property and Business Improvement District plan is the end result of the discussions with the property owners and now sets the blueprint for further action in Downtown Burbank.

## **V. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT BOUNDARIES**

The Downtown Burbank Property and Business Improvement District will deliver services to Downtown Burbank. On the north side, the District is bordered by Glenoaks Boulevard and runs down Verdugo Avenue on the east. The southern border of the District is the Golden State Freeway, including two Metrolink parcels just south of the freeway. The western border up is Burbank Boulevard from the freeway, down Third Street to Harvard Drive, the up Harvard to meet Glenoaks again.

The service area includes approximately 233 properties and 108 property owners. The Property and Business Improvement District boundary is illustrated by the map on page 5. Please see pages 10 through 11 for the specific assessment formula based on lot square footage in Downtown Burbank. A larger map is available on request by calling (916) 325-0604 or 1-800-999-7781.

- LEGEND**
- Downtown Boundary
  - Public Parking
  - Civic Buildings



## **VI. SERVICE PLAN AND BUDGET**

### **A. History of Establishing the Service Plan**

Property and business owners in Downtown Burbank have been concerned about the need for coordinated supplemental services in the area for several years. City services and efforts in the area have been welcomed, but limited resources have not allowed for a more comprehensive approach to managing the commercial area.

In 1994, Governor Wilson signed AB 3754 (Caldera) establishing the Property and Business Improvement District Law of 1994. This statewide enabling law created a mechanism for property owners to join forces and improve their commercial Districts. The owners in Downtown Burbank have seized the opportunity to utilize this new tool to provide efficient supplemental services in a cost-effective manner. The following service plan details the nature and extent of the services proposed and provides an itemized budget.

### **B. Programs and Services to be Provided**

The Downtown Burbank Service Plan provides for business advocacy services above and beyond those currently provided by the City of Burbank. Existing City services will remain intact pursuant to a "base levels of service" agreement between the City of Burbank and the property owners within the District as detailed in Section VII on page 13.

Property and Business Improvement District service levels will be based on the amount paid into the District. Program descriptions and budgets of proposed Property and Business Improvement District image enhancement, business advocacy, and administrative services are provided in the following pages.

The first step in preparing the service plan was to identify the existing "baseline" level of services provided by the City of Burbank. In order to identify the aspects of the District that needed additional services, several property owner focus group meetings were conducted. In addition, numerous meetings were held with City of Burbank staff, property owners, and business owners. Based on the information and opinions collected during this process, service priorities were identified. The information from each step of this process was integrated and this service plan was developed.

The following are some key aspects of the service plan budget:

#### **1. Capital Improvements**

Capital Improvements shall include Street and Paseo Upgrades, and added new Holiday Décor. Improvements will be made to the Magnolia Boulevard Median, as well as an expansion in the Wi-Fi network and additional flowers and lighting. The costs for these programs have been allocated over the five year life of the proposed District.

The budget for the Capital Improvements program is \$120,000 or 17% of the total District budget.



## **2. Maintenance/Security**

Street cleaning, litter removal, and maintenance will continue to keep the area clean. The existing ambassador program, which currently includes two ambassadors three days per week, will be expanded to two ambassadors four days per week, due to the effectiveness of the program. In addition, a portion of the budget has been dedicated to the purchase of vehicles / Segways for the Ambassadors to improve their mobility and presence.

The budget for the Maintenance/Security program is \$136,000 or 19% of the budget.

## **3. Promotion, Advertising, and Events**

The program will be developed to promote Downtown Burbank as a vibrant commercial center. Special events in Downtown Burbank as well as marketing and advertising of the area will keep shoppers coming for entertainment and special events as well as regular shopping. The current event and promotional campaign will continue, with additional entertainment and new promotional items. Banners have helped create an identity for Downtown Burbank as a destination for shoppers. Additional landscaping and street banners will beautify and make the area look more festive.

The budget for Promotion, Advertising, and Events is \$316,000 or 44% of the budget.

## **4. Advocacy and Administration**

The renewed Downtown Burbank Property and Business Improvement District will continue to facilitate a strong and organized voice to represent the property and business owners in the commercial District. Administration, with guidance from the Board of Directors, will provide for the day-to-day operations of the District programs.

The budget for Advocacy and Administration is \$132,000 or 18% of the budget.

## **5. Contingency Reserve**

The budget includes a prudent fiscal reserve. Changes in data and other issues may change the revenue and expenses. In order to buffer the organization for unexpected changes in revenue, and/or allow the district to fund other overhead or renewal costs, the reserve is included as a budget item.

The budget for the contingency reserve is \$16,000 or 2% of the budget.

### **C. Operations Budget**

#### **2009 Operating Budget Summary**

The summary of the year 2009 operating budget for the Downtown Burbank Property and Business Improvement District is provided on the following pages. Budgeted Services include services to be

provided over five years. Funds can be reallocated between services up to 15% each year. The total improvement and activity plan budget for 2009 is projected at \$720,000 and shall not exceed \$741,600 in year two, \$763,848 in year three, \$786,763 in year four, and \$810,366 in year five. Property owners will contribute the entire amount through annual lot square footage assessments and linear frontage assessments. The draft Budget for the Service Plan is as follows:

### Downtown Burbank PBID DRAFT Annual Budget, Year One

<i>Services Provided</i>	<i>Descriptions</i>	<i>Total</i>
<b>Capital Improvements</b>	<ul style="list-style-type: none"> <li>Public Art Program</li> <li>Historic Landmark</li> <li>Improve Historic Downtown Burbank Main</li> <li>Arts and Cultural Center</li> <li>Public Art Program</li> <li>Public Art Program</li> </ul>	
<b>Maintenance/Security</b>	<ul style="list-style-type: none"> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> </ul>	
<b>Promotions, Advertising, Events, Barriers</b>	<ul style="list-style-type: none"> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> </ul>	
<b>Advocacy and Administration</b>	<ul style="list-style-type: none"> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> <li>Public Art Program</li> </ul>	
<b>Contingency Reserve (For nonpayments, growth in data, and other contingencies)</b>		
<b>Total</b>		<b>\$720,000</b>

## **VI. ENGINEER'S REPORT**

### **A. Assessment Methodology**

#### **1. Base Formula**

Property owners, merchants, and other Downtown Burbank stakeholders have emphasized that an assessment formula for the proposed Property and Business Improvement District be fair, balanced, and commensurate with benefits received.

Each property owner will pay based on benefits received. The variables used for the annual assessment formula are based on gross lot square footage. Lot square footage is relevant to the highest and best use of a property, and will reflect the long-term value implications of the Property and Business Improvement District.

Annual assessment on property throughout the proposed district is \$0.16 per square foot of land per year, and \$2.00 per linear frontage foot along San Fernando Boulevard, between Magnolia and Verdugo. The maximum increase of the assessment shall be 3% per year. Because the programs in the proposed District have been designed to provide benefits to commercial properties, and do not provide benefit to residential properties, residential properties shall not be assessed. It has been determined that industrial properties will benefit from only half the services offered, and therefore will be assessed at 50% of the assessment rate.

For example, a parcel with an area of 30,000 square feet and no front footage along San Fernando Blvd. would pay \$4,800 per year.  $30,000 \text{ sq. ft.} \times \$0.16 = \$4,800$ . If you would like more information about property assessments, please call Downtown Resources at (916) 325-0604.

**Total maximum District budget for each year of its five (5) year operation is a base of approximately \$720,000 per year (unchanged from prior P-BID five year term) with a maximum 3% increase per year. (Note: The previous P-BID Board elected not to exercise any increases during the five year term.)**

#### **2. Determination of Special Benefit**

New physical improvements, marketing, additional security, and promotion services are anticipated throughout the Property and Business Improvement District. The special benefit to properties from the proposed District exceeds the total amount of the proposed assessment.

Assessment law provides that the expenses of the District shall be apportioned in proportion to the benefit received by each property. In addition, Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Proposition provides that only special benefits are assessable, and that the City must separate the general benefits from the special benefits conferred on a parcel. A special benefit is a particular and distinct

benefit over and above general benefits conferred on the public at large, including real property within the District. The general enhancement of property value does not constitute a special benefit.

Each and every parcel within the District, except for exempt parcels (discussed below), receives a particular and distinct benefit from the proposed improvements and activities, over and above general benefits conferred by the general activities of the city. The proposed physical improvement, maintenance, and marketing programs will improve economic development within the District, thereby benefiting all parcels within the District. These programs contribute to a specific enhancement of the property values of each of the parcels within the District.

The following chart provides the assessments within the District.

<i>Downtown Burbank Property and Business Improvement District Proposed Annual Assessments</i>	
<i>Rate per Lot Square Foot per Year</i>	<i>Rate per Linear San Fernando Frontage Foot per Year</i>

### **3. Government-Owned Property**

Under "The Right to Vote on Taxes Act" (also known as Proposition 218) all public properties are required to pay assessments unless they can demonstrate by clear and convincing evidence that their property does not receive benefit. It has been proposed that the City of Burbank and other public properties pay their "fair share" of all assessments.

### **4. Residential and Industrial Properties**

The primary purpose of the Property and Business Improvement District is to benefit commercial properties. Any incidental benefit to residential properties in Downtown Burbank does not warrant assessing those properties. Therefore, residential properties within the boundaries of the District to the extent that they are single-family residential parcels, condominiums, apartment or residential portions of a mixed use building shall not be assessed. The total assessment for a mixed use building shall be calculated based on the percentage of non-residential uses on the ground floor. It has been determined that industrial properties will benefit from approximately half the services offered, and therefore will be assessed at 50% of the assessment rate.

### **5. Assessment Notice**

An Assessment Notice will be sent to owners of each property in the Property and Business Improvement District. The Assessment Notice provides an estimated assessment based upon the lot square footage and lot front footage along San Fernando Blvd. of each individual property. The final individual assessment for any particular property may change, up or down, if the lot or building

areas differ from those found on the Assessment Notice. A list of properties to be included in the Property and Business Improvement District is provided within Appendix 2.

## **6. Tax-Exempt Properties**

As stated above, the primary purpose of the Property and Business Improvement District is to benefit commercial properties. Tax exempt properties, e.g. religious institutions, do not derive sufficient benefit from the proposed improvements to be assessed. The incidental benefit to these properties in Downtown Burbank does not warrant assessing them. Therefore, tax exempt properties within the boundaries of the District shall not be assessed.

### **B. Time and Manner for Collecting Assessments**

As provided by State Law, the Downtown Burbank assessment will appear as a separate line item on annual property tax bills prepared by the County of Los Angeles. Property tax bills are generally distributed in the fall, and payment is expected by lump sum or installment. The County of Los Angeles shall distribute funds collected to the City of Burbank and then to the Property and Business Improvement District pursuant to the authorization of this Plan. Existing laws for enforcement and appeal of property taxes apply to the Property and Business Improvement District assessments.

Review of this Downtown Burbank Property and Business Improvement District Plan and preparation of the Engineers Report was completed by:

Orin N. Bennett  
State of California  
Registered Civil Engineer No. 25169

## **VII. CONTINUATION OF CITY SERVICES**

### **A. City Base Levels of Service Policy**

Throughout the process of establishing the Downtown Burbank Property and Business Improvement District, stakeholders and business and property owners have voiced concerns that the City of Burbank maintains existing services at verifiable “baseline” service levels. A formal base level of service policy ensures that existing City services are enhanced, not replaced, by new Property and Business Improvement District services.

### **B. City Council Resolution**

If the property and business owners in Downtown Burbank request the Burbank City Council to adopt a Resolution committing the City to establish and maintain base levels of service within the Property and Business Improvement District, the Council may consider such an adoption. The policy states that “basic service levels” provided to the area must be paid for by the general City revenues, and not subsidized by revenue which the Property and Business Improvement District generates for enhanced and supplemented levels of service.

The policy allows for adjustments in the “basic service levels” commensurate with changes in the City’s overall financial condition. City wide service reductions can trigger a proportionate reduction in base levels of service within a Property and Business Improvement District.

A draft City of Burbank Resolution establishing this policy and an estimate of current services is provided in Appendix 3.

## **VIII. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT GOVERNANCE**

### **A. Downtown Burbank Property and Business Improvement District**

The proposed District shall be governed by an existing private non-profit corporation, the Downtown Burbank Partnership, with oversight from the Burbank City Council. The Board of Directors of the non-profit organization and its staff are charged with the day-to-day operations of the Property and Business Improvement District. In addition the state law requires that the nonprofit corporation provide an annual report to City Council to report on revenue received, expenditures made, and budgets for the upcoming year.

This plan proposes that the Board of Directors of the non-profit corporation be comprised of a large majority of property owners paying the proposed assessment. In addition, the Board of Directors must represent a variety of interests within the District and respond to the needs of property and business owners from various "commercial neighborhoods" within the District. For example, some stakeholders within the Village expressed a desire to have the Village represented in the decision making authority. The proposed Board includes this representation.

In order to achieve this diverse representation, the Board of Directors shall be comprised of the following board seats:

- 2 – Representing Property owners from the Village area
- 2 – Representing the City and Redevelopment Agency
- 1 – Representing the Mall area, Burbank Town Center
- 2 – Representing at Large, Large Property Owners
- 1 – Representing at Large, Small Property Owners
- 1 – At Large, Small Business owner
- 1 – Resident
- 1 – Non-profit Entity

The Board of Directors shall act in the best interests of all of the properties and businesses within the proposed District. The diverse representation described above ensures that the interests of all of the properties and business in the District shall be fairly represented. The Council or Board of Directors reserves the right to amend or modify the composition of the Board by a separate resolution without amending the Management District Plan.

# **APPENDIX 1 – THE PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994**

## **STREETS AND HIGHWAYS CODE SECTION 36600 et seq.**

*As Amended January 1, 2008*

### **DECLARATIONS**

36600. This part shall be known and may be cited as the "Property and Business Improvement District Law of 1994."
36601. The Legislature finds and declares all of the following:
- (a) Businesses located and operating within the business districts of this state's communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.
  - (b) It is in the public interest to promote the economic revitalization and physical maintenance of the business districts of its cities in order to create jobs, attract new businesses, and prevent the erosion of the business districts.
  - (c) It is of particular local benefit to allow cities to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that benefits from those improvements.
  - (d) Assessments levied for the purpose of providing improvements and promoting activities that benefit real property or businesses are not taxes for the general benefit of a city, but are assessments for the improvements and activities which confer special benefits upon the real property or businesses for which the improvements and activities are provided.
36602. The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within a business improvement area. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.
36603. Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).



36603.5. Any provision in this part that conflicts with any other provision of law shall prevail over the other provision of law.

36604. This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

## DEFINITIONS

36606. "Assessment" means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and promoting activities which will benefit the properties or businesses located within a property and business improvement district.

36607. "Business" means all types of businesses and includes financial institutions and professions.

36608. "City" means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county.

36609. "City council" means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

36610. "Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.
- (b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the area.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

36611. "Property and business improvement district," or "district," means a property and business improvement district established pursuant to this part.
36612. "Property" means real property situated within a district.
36613. "Activities" means, but is not limited to, all of the following:
- (a) Promotion of public events which benefit businesses or real property in the district.
  - (b) Furnishing of music in any public place within the district.
  - (c) Promotion of tourism within the district.
  - (d) Marketing and economic development, including retail retention and recruitment.
  - (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
  - (f) Activities which benefit businesses and real property located in the district.
36614. "Management district plan" or "plan" means a proposal as defined in Section 36622.
- 36614.5. "Owners' association" means a private nonprofit entity that is under contract with a city to administer or implement activities and improvements specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners' association shall comply with the Ralph M. Brown Act (Chapter 9 commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), for all documents relating to activities of the district.
36615. "Property owner" or "owner" means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. The city council has no obligation to obtain other information as to the ownership of land, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this subdivision requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient.
36616. "Tenant" means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

#### PRIOR LAW

36617. This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of

law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

## ESTABLISHMENT

36620. A property and business improvement district may be established as provided in this chapter.

36620.5. A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

36621. (a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.

(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:

(1) A map showing the boundaries of the district.

(2) Information specifying where the complete management district plan can be obtained.

(3) Information specifying that the complete management district plan shall be furnished upon request.

(c) The resolution of intention described in subdivision (a) shall contain all of the following:

(1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements and activities and the location and extent of the proposed district.

- (2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

36622. The management district plan shall contain all of the following:

- (a) A map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district.
- (b) The name of the proposed district.
- (c) A description of the boundaries of the district, including the boundaries of any benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected lands and businesses included. Under no circumstances shall the boundaries of a proposed property assessment district overlap with the boundaries of another existing property assessment district created pursuant to this part. Nothing in this part prohibits the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). Nothing in this part prohibits the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. Nothing in this part prohibits the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.
- (d) The improvements and activities proposed for each year of operation of the district and the maximum cost thereof.
- (e) The total annual amount proposed to be expended for improvements, maintenance and operations, and debt service in each year of operation of the district.
- (f) The proposed source or sources of financing including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan shall also state whether bonds will be issued to finance improvements.
- (g) The time and manner of collecting the assessments.
- (h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five.  
Upon renewal, a district shall have a term not to exceed 10 years.  
Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.
- (i) The proposed time for implementation and completion of the management district plan.
- (j) Any proposed rules and regulations to be applicable to the district.
- (k) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for any properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to

defray the cost thereof, including operation and maintenance. The plan may provide that all or any class or category of real property which is exempt by law from real property taxation may nevertheless be included within the boundaries of the district but shall not be subject to assessment on real property.

(l) Any other item or matter required to be incorporated therein by the city council.

36623. If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code. If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be mailed to the owners of the businesses proposed to be assessed.

36624. At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements or activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

36625. (a) If the city council, following the public hearing, decides to establish the proposed property and business improvement district, the city council shall adopt a resolution of formation that shall contain all of the following:

- (1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement about whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements and activities and the location and extent of the proposed district.
- (2) The number, date of adoption, and title of the resolution of intention.
- (3) The time and place where the public hearing was held concerning the establishment of the district.
- (4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.
- (5) A statement that the properties or businesses in the district established by the resolution shall be subject to any amendments to this part.
- (6) A statement that the improvements and activities to be provided in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements or activities outside the district or for any purpose other than the purposes specified

in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements and activities funded by the assessments proposed to be levied.

(b) The adoption of the resolution of formation and recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

36626. If the city council, following the public hearing, desires to establish the proposed property and business improvement district, and the city council has not made changes pursuant to Section 36624, or has made changes that do not substantially change the proposed assessment, the city council shall adopt a resolution establishing the district. The resolution shall contain all of the information specified in paragraphs (1) to (8), inclusive, of subdivision (b) of Section 36625, but need not contain information about the preliminary resolution if none has been adopted.

36627. Following adoption of the resolution establishing the district pursuant to Section 36625 or 36626, the clerk of the city shall record a notice and an assessment diagram pursuant to Section 3114. If the assessment is levied on businesses, the text of the recorded notice shall be modified to reflect that the assessment will be levied on businesses, or specified categories of businesses, within the area of the district. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

36628. The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

36628.5. The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements and activities.

36629. All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a parking and business improvement area.

36630. If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and a new district established pursuant to this part.

## ASSESSMENTS

36631. The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution establishing the management district plan described in Section 36622. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part shall be charged interest and penalties.
36632. (a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify parcels for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.
- (b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.
- (c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.
36633. The validity of an assessment levied under this part shall not be contested in any action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36626. Any appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.
36634. The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.
36635. The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

36636. (a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public meetings and public hearings pursuant to this section shall comply with both of the following:

(1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public meeting.

(2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public meeting, to each business owner or property owner affected by the proposed modification.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

36637. Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

## FINANCING

36640. (a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 commencing with Section 8500) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.



- (c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

## GOVERNANCE

36650. (a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.
- (b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:
- (1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.
  - (2) The improvements and activities to be provided for that fiscal year.
  - (3) An estimate of the cost of providing the improvements and the activities for that fiscal year.
  - (4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.
  - (5) The amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
  - (6) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.
- (c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636. The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.
36651. The management district plan may, but is not required to, state that an owners' association will provide the improvements or activities described in the management

district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

### RENEWAL

36660. (a) Any district previously established whose term has expired, may be renewed by following the procedures for establishment as provided in this chapter.
- (b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.
- (c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

### DISESTABLISHMENT

36670. (a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:
- (1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.
- (2) During the operation of the district, there shall be a 30-day period each year in which assesseees may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners of real property or of businesses in the area who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.
- (b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the

assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

36671. (a) Upon the disestablishment of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.
- (b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

## APPENDIX 2 – PROPERTIES WITHIN THE PROPOSED DOWNTOWN BURBANK PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

APN	EXEMPTION	TOTAL LSF	LSF RATE	FRONTAGE	FRONTAGE RATE	ASSESSMENT
2451-010-900		44,431	\$0.16		\$2.00	\$7,108.99
2451-010-901		97,574	\$0.16		\$2.00	\$15,611.90
2451-010-902		50,965	\$0.16		\$2.00	\$8,154.43
2453-001-031		27,848	\$0.16		\$2.00	\$4,455.68
2453-001-039		32,487	\$0.16		\$2.00	\$5,197.93
2453-001-043		14,954	\$0.16		\$2.00	\$2,392.66
2453-001-044		45,000	\$0.16		\$2.00	\$7,200.00
2453-001-045		15,220	\$0.16		\$2.00	\$2,435.18
2453-002-005		15,934	\$0.16	95.67	\$2.00	\$2,740.78
2453-002-006		9,492	\$0.16	59.33	\$2.00	\$1,637.38
2453-002-010		7,998	\$0.16	50	\$2.00	\$1,379.62
2453-002-011		8,956	\$0.16	56	\$2.00	\$1,544.95
2453-002-012		7,349	\$0.16	49	\$2.00	\$1,273.77
2453-002-013		21,372	\$0.16		\$2.00	\$3,419.52
2453-002-014		39,153	\$0.16		\$2.00	\$6,264.48
2453-002-015		0	\$0.16		\$2.00	\$0.00
2453-002-017		48,667	\$0.16		\$2.00	\$7,786.72
2453-003-001		3,999	\$0.16	40	\$2.00	\$719.84
2453-003-002		10,999	\$0.16	60	\$2.00	\$1,879.84
2453-003-003		8,246	\$0.16	55	\$2.00	\$1,429.36
2453-003-004		8,246	\$0.16	55	\$2.00	\$1,429.36
2453-003-005		14,998	\$0.16	100	\$2.00	\$2,599.68
2453-003-033		114,075	\$0.16		\$2.00	\$18,252.00
2453-004-001		7,749	\$0.16		\$2.00	\$1,232.16
2453-004-002		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-003		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-004		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-007		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-009		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-011		2,749	\$0.16		\$2.00	\$439.84
2453-004-012		11,632	\$0.16		\$2.00	\$1,851.84
2453-004-014		15,499	\$0.16		\$2.00	\$2,479.84
2453-004-015		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-016		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-017		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-019		7,701	\$0.16		\$2.00	\$1,232.16
2453-004-020		4,988	\$0.16		\$2.00	\$798.08
2453-004-021		11,574	\$0.16		\$2.00	\$1,851.84
2453-004-022		4,757	\$0.16		\$2.00	\$761.12
2453-004-023		9,409	\$0.16		\$2.00	\$1,505.44
2453-004-024		16,173	\$0.16		\$2.00	\$2,587.28

2453-004-025		15,499	\$0.16		\$2.00	\$1,239.92
2453-004-900		7,701	\$0.16		\$2.00	\$1,232.16
2453-005-027		3,300	\$0.16	55.08	\$2.00	\$638.16
2453-005-028		9,975	\$0.16	100	\$2.00	\$1,796.04
2453-005-052		12,201	\$0.16		\$2.00	\$1,952.18
2453-005-053		15,242	\$0.16	155.21	\$2.00	\$2,749.08
2453-005-056		3,237	\$0.16		\$2.00	\$517.84
2453-005-060		51,665	\$0.16		\$2.00	\$8,266.40
2453-005-938		39,927	\$0.16		\$2.00	\$6,388.34
2453-006-003		7,749	\$0.16		\$2.00	\$1,239.84
2453-006-004		7,749	\$0.16		\$2.00	\$1,239.84
2453-006-012		14,998	\$0.16	75	\$2.00	\$2,549.68
2453-006-013		4,600	\$0.16	23	\$2.00	\$781.99
2453-006-018		11,400	\$0.16	57	\$2.00	\$1,938.00
2453-006-019		7,754	\$0.16		\$2.00	\$1,240.59
2453-006-021		38,738	\$0.16	155	\$2.00	\$6,508.07
2453-006-800		38,738	\$0.16		\$2.00	\$6,198.08
2453-006-901		7,749	\$0.16		\$2.00	\$1,239.89
2453-006-903		15,499	\$0.16		\$2.00	\$2,479.78
2453-007-917		41,687	\$0.16		\$2.00	\$6,669.91
2453-007-918		114,127	\$0.16		\$2.00	\$18,260.35
2453-008-900		3,502	\$0.16		\$2.00	\$560.36
2453-008-903		38,751	\$0.16		\$2.00	\$6,200.16
2453-008-905		15,499	\$0.16		\$2.00	\$2,479.78
2453-008-906		15,499	\$0.16		\$2.00	\$2,479.78
2453-008-907		27,848	\$0.16		\$2.00	\$4,455.67
2453-008-908		23,248	\$0.16		\$2.00	\$3,719.68
2453-008-909		15,499	\$0.16		\$2.00	\$2,479.78
2453-008-910		7,314	\$0.16		\$2.00	\$1,170.20
2453-009-008		7,749	\$0.16		\$2.00	\$1,239.84
2453-009-009		7,745	\$0.16		\$2.00	\$1,239.19
2453-009-013		3,872	\$0.16		\$2.00	\$619.52
2453-009-014		11,622	\$0.16	155	\$2.00	\$2,169.52
2453-009-015		7,749	\$0.16	77.5	\$2.00	\$1,394.84
2453-009-016		7,749	\$0.16	77.5	\$2.00	\$1,394.84
2453-009-018		22,891	\$0.16		\$2.00	\$3,662.56
2453-009-019		7,749	\$0.16		\$2.00	\$1,239.84
2453-009-902		78,290	\$0.16		\$2.00	\$12,526.46
2453-010-003		5,519	\$0.16	40	\$2.00	\$963.04
2453-010-004		5,519	\$0.16	40	\$2.00	\$963.04
2453-010-005		9,596	\$0.16	40	\$2.00	\$1,615.36
2453-010-006		4,138	\$0.16	30	\$2.00	\$722.08
2453-010-014		8,342	\$0.16	60.46	\$2.00	\$1,455.64
2453-010-016		11,034	\$0.16	40	\$2.00	\$1,845.40
2453-010-019		24,498	\$0.16		\$2.00	\$3,919.70
2453-010-025		21,837	\$0.16		\$2.00	\$3,493.86
2453-010-026		21,976	\$0.16		\$2.00	\$3,516.16
2453-010-909	0	36,799	\$0.16		\$2.00	\$0.00

2453-010-911		2,500	\$0.16		\$2.00	\$400.06
2453-011-029		93,092	\$0.16		\$2.00	\$14,894.73
2453-011-031		18,979	\$0.16		\$2.00	\$3,036.65
2453-011-037		46,174	\$0.16		\$2.00	\$7,387.78
2453-011-911		16,640	\$0.16		\$2.00	\$2,662.39
2453-012-010		7,497	\$0.16		\$2.00	\$1,199.52
2453-012-012		7,497	\$0.16		\$2.00	\$1,199.52
2453-012-014		3,746	\$0.16		\$2.00	\$599.36
2453-012-020		7,497	\$0.16	50	\$2.00	\$1,299.52
2453-012-021		22,499	\$0.16		\$2.00	\$3,599.84
2453-012-022		3,746	\$0.16		\$2.00	\$599.36
2453-012-025		27,064	\$0.16	154.5	\$2.00	\$4,639.21
2453-012-026		15,699	\$0.16	105	\$2.00	\$2,721.84
2453-012-901		15,499	\$0.16		\$2.00	\$2,479.78
2453-012-903		3,877	\$0.16		\$2.00	\$620.29
2453-012-904		11,204	\$0.16		\$2.00	\$1,792.58
2453-013-022		37,054	\$0.16		\$2.00	\$5,928.64
2453-013-023		64	\$0.16		\$2.00	\$10.24
2453-013-024		74	\$0.16	1	\$2.00	\$13.84
2453-013-025		15,000	\$0.16	100	\$2.00	\$2,600.00
2453-013-026		9,600	\$0.16	0	\$2.00	\$1,536.00
2453-013-027		4,900	\$0.16	0	\$2.00	\$784.00
2453-014-002		3,498	\$0.16		\$2.00	\$559.68
2453-014-003		1,747	\$0.16		\$2.00	\$279.48
2453-014-008		3,812	\$0.16		\$2.00	\$609.92
2453-014-012		7,710	\$0.16		\$2.00	\$1,233.60
2453-014-014		7,789	\$0.16		\$2.00	\$1,246.24
2453-014-018		11,622	\$0.16		\$2.00	\$1,859.52
2453-014-022		2,727	\$0.16		\$2.00	\$436.32
2453-014-023		5,018	\$0.16		\$2.00	\$802.88
2453-014-024		6,996	\$0.16		\$2.00	\$1,119.36
2453-014-025		5,576	\$0.16		\$2.00	\$892.16
2453-014-026		7,545	\$0.16		\$2.00	\$1,207.13
2453-014-029		15,281	\$0.16		\$2.00	\$2,444.94
2453-014-900		31,002	\$0.16		\$2.00	\$4,960.26
2453-014-901		11,626	\$0.16		\$2.00	\$1,860.19
2453-014-902		7,754	\$0.16		\$2.00	\$1,240.59
2453-014-904		7,749	\$0.16		\$2.00	\$1,239.89
2453-014-906		8,041	\$0.16		\$2.00	\$1,286.59
2453-016-023		299,693	\$0.16	310.01	\$2.00	\$0.00
2453-016-024		51,200	\$0.16		\$2.00	\$0.00
2453-017-024		162,478	\$0.16	310	\$2.00	\$26,616.48
2453-018-017		76,600	\$0.16		\$2.00	\$12,256.04
2453-018-018		75,350	\$0.16		\$2.00	\$12,056.01
2453-019-005		7,497	\$0.16	50	\$2.00	\$1,299.52
2453-019-006		15,747	\$0.16	105	\$2.00	\$2,729.51
2453-019-008		7,745	\$0.16		\$2.00	\$1,239.19
2453-019-010		7,749	\$0.16		\$2.00	\$1,239.84

2453-019-011		7,749	\$0.16		\$2.00	\$1,239.84
2453-019-012		7,749	\$0.16		\$2.00	\$1,239.84
2453-019-013		7,749	\$0.16		\$2.00	\$1,239.84
2453-019-015		23,248	\$0.16		\$2.00	\$3,719.68
2453-019-017		7,723	\$0.16		\$2.00	\$1,235.68
2453-019-018		23,248	\$0.16		\$2.00	\$3,719.68
2453-019-034	*	37,449	\$0.16	137.5	\$2.00	\$0.00
2453-021-001		12,349	\$0.16		\$2.00	\$1,975.84
2453-021-002		7,749	\$0.16		\$2.00	\$1,239.84
2453-021-004		7,749	\$0.16		\$2.00	\$1,239.84
2453-021-006	*	7,749	\$0.16		\$2.00	\$0.00
2453-021-008	*	7,750	\$0.16		\$2.00	\$0.00
2453-021-009	*	7,749	\$0.16		\$2.00	\$0.00
2453-021-010	*	7,749	\$0.16		\$2.00	\$0.00
2453-021-017		12,349	\$0.16		\$2.00	\$1,975.84
2453-021-019		1089	\$0.16		\$2.00	\$174.24
2453-021-020		1089	\$0.16		\$2.00	\$174.24
2453-021-021		1089	\$0.16		\$2.00	\$174.24
2453-021-022		1089	\$0.16		\$2.00	\$174.24
2453-021-023		1089	\$0.16		\$2.00	\$174.24
2453-021-024		1089	\$0.16		\$2.00	\$174.24
2453-021-025		1089	\$0.16		\$2.00	\$174.24
2453-021-026		12,400	\$0.16		\$2.00	\$1,984.00
2453-021-027		3,872	\$0.16		\$2.00	\$619.60
2453-021-029		20,150	\$0.16		\$2.00	\$3,224.00
2453-021-030		9,278	\$0.16		\$2.00	\$1,484.52
2453-021-032		7,749	\$0.16		\$2.00	\$1,239.89
2453-021-033		7,549	\$0.16		\$2.00	\$0.00
2453-021-034	*	8,368	\$0.16		\$2.00	\$0.00
2453-021-035		7,749	\$0.16		\$2.00	\$0.00
2453-021-041		7,749	\$0.16		\$2.00	\$0.00
2453-021-044	*	14,832	\$0.16		\$2.00	\$0.00
2453-021-045		15,507	\$0.16		\$2.00	\$0.00
2453-021-053	*	7,588	\$0.16		\$2.00	\$0.00
2453-021-054	*	7,749	\$0.16		\$2.00	\$0.00
2453-021-056	*	7,750	\$0.16		\$2.00	\$0.00
2453-021-058	*	7,749	\$0.16		\$2.00	\$0.00
2453-021-059	*	22,830	\$0.16		\$2.00	\$0.00
2453-021-060	*	1,546	\$0.16		\$2.00	\$0.00
2453-021-061	*	15,507	\$0.16		\$2.00	\$0.00
2453-021-062			\$0.16		\$2.00	\$0.00
2460-023-044		277,913	\$0.16		\$2.00	\$44,466.05
2460-023-045		39,422	\$0.16		\$2.00	\$6,307.49
2460-023-046		122,404	\$0.16		\$2.00	\$19,584.58
2460-023-047		12,824	\$0.16		\$2.00	\$2,051.85
2460-023-048		56,628	\$0.16		\$2.00	\$9,060.48
2460-023-049		225,205	\$0.16		\$2.00	\$36,032.83
2460-023-050		60,984	\$0.16		\$2.00	\$9,757.44

2460-023-051		11,761	\$0.16		\$2.00	\$1,881.79
2460-023-052		108,900	\$0.16		\$2.00	\$17,424.00
2460-023-054		118,213	\$0.16		\$2.00	\$18,914.10
2460-023-055		177,289	\$0.16		\$2.00	\$28,366.27
2460-023-056		89,734	\$0.16		\$2.00	\$14,357.38
2460-023-057		28,214	\$0.16		\$2.00	\$4,514.21
2460-023-060		72,745	\$0.16		\$2.00	\$11,639.23
2460-023-061		74,488	\$0.16		\$2.00	\$11,918.02
2460-023-062		37,518	\$0.16		\$2.00	\$6,002.92
2460-023-063		102,366	\$0.16		\$2.00	\$16,378.56
2460-023-993		3,790	\$0.16		\$2.00	\$606.36
2460-023-994		558	\$0.16		\$2.00	\$89.21
2460-031-007		8,215	\$0.16		\$2.00	\$1,314.40
2460-031-008		8,215	\$0.16		\$2.00	\$1,314.40
2460-031-016		7,261	\$0.16		\$2.00	\$1,161.76
2460-031-018		8,464	\$0.16		\$2.00	\$1,354.24
2460-031-019		10,476	\$0.16		\$2.00	\$1,676.16
2460-031-029		7,257	\$0.16		\$2.00	\$1,161.12
2460-031-044		7,018	\$0.16		\$2.00	\$1,122.80
2460-031-045		19,127	\$0.16		\$2.00	\$3,060.35
2460-034-001		12,397	\$0.16		\$2.00	\$1,983.52
2460-034-002		12,349	\$0.16		\$2.00	\$1,975.84
2460-034-004		7,749	\$0.16		\$2.00	\$1,239.84
2460-034-006	*	7,749	\$0.16		\$2.00	\$0.00
2460-034-007	*	7,749	\$0.16		\$2.00	\$0.00
2460-034-008	*	7,749	\$0.16		\$2.00	\$0.00
2460-034-009	*	7,749	\$0.16		\$2.00	\$0.00
2460-034-010	*	7,749	\$0.16		\$2.00	\$0.00
2460-034-011	*	7,749	\$0.16		\$2.00	\$0.00
2460-034-013	*	7,749	\$0.16		\$2.00	\$0.00
2460-034-019		30,997	\$0.16		\$2.00	\$4,959.52
2460-034-021		15,499	\$0.16		\$2.00	\$0.00
2460-034-024	0	50,965	\$0.16		\$2.00	\$0.00
2460-034-025	0	81,022	\$0.16		\$2.00	\$0.00
2460-034-900	*	10,001	\$0.16		\$2.00	\$0.00
2460-034-901	*	5,502	\$0.16		\$2.00	\$0.00
2460-035-001		4,600	\$0.16		\$2.00	\$735.99
2460-035-003		7,749	\$0.16		\$2.00	\$1,239.84
2460-035-004		7,749	\$0.16		\$2.00	\$1,239.84
2460-035-005		7,749	\$0.16		\$2.00	\$1,239.84
2460-035-006		7,749	\$0.16		\$2.00	\$1,239.89
2460-035-007		7,749	\$0.16		\$2.00	\$1,239.84
2460-035-008		7,745	\$0.16		\$2.00	\$1,239.19
2460-035-009		7,749	\$0.16		\$2.00	\$1,239.84
2460-035-012		15,499	\$0.16		\$2.00	\$2,479.84
2460-035-013		998	\$0.16		\$2.00	\$159.68
2460-035-014		6,747	\$0.16		\$2.00	\$0.00
2460-035-016		15,224	\$0.16		\$2.00	\$0.00



2460-035-017		15,499	\$0.16		\$2.00	\$0.00
2460-035-018		23,906	\$0.16		\$2.00	\$0.00
		<b>5,436,696</b>		<b>3123.76</b>		<b>\$725,680.43</b>

*	Residential properties within the boundaries of the District to the extent that they are single-family residential parcels, condominiums, apartment or residential portions of a mixed use building shall not be assessed.
	Industrial properties will be assessed at 50% of the assessment rate
	Tax exempt properties within the boundaries of the District shall not be assessed

## **APPENDIX 3 – DRAFT BASE LEVEL OF SERVICES RESOLUTION FOR THE CITY OF BURBANK**

The following is a draft resolution which has not been adopted and is subject to further negotiation. This resolution is provided as a possible sample only.

**RESOLUTION NO.** \_\_\_\_\_

**ADOPTED BY THE BURBANK CITY COUNCIL**

**ON THE DATE OF** \_\_\_\_\_

**ADOPTING CITY POLICY REGARDING BUSINESS IMPROVEMENT DISTRICTS:**

### **BASE LEVELS OF SERVICE**

**WHEREAS**, business area often face a need for collective efforts to promote their businesses and to improve the overall business climate and health of their Districts, and

**WHEREAS**, businesses often seek enhanced city services and infrastructure improvements.

**NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURBANK,**

1. Revenue garnered from a Business Improvement District (BID) or other similar assessment District should be used to improve the overall business climate of the area through various promotional programs and service enhancements. To that end, base service level measures should be established and agreed to at the inception of the financing of the District.
2. In the event of a significant downturn in citywide revenues, the Council may be forced to reduce base levels of municipal services citywide unless a substitute source of citywide revenues is available.

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Mayor